



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

February 12, 2020

TO: ALL OFFERORS

FROM: PETER KOROLYK
DEPUTY DIRECTOR

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.:
GSS20739-PROJECT_MGMT

ADDENDUM # 1

This addendum is provided in response to the vendor questions that have been received for the solicitation of Contract No. GSS20739-PROJECT_MGMT, titled as Temporary Project Representatives.

Question 1 (Q1). Can the Government Support Services agency provide the temporary staff utilization metrics under this current contract for FY18 and FY19?

Answer 1 (A1). Line item details collected can be found at the following site:

<https://data.delaware.gov/Government-and-Finance/Central-Contract-Line-Item-Spend/75y3-eci7/data>.

The data collected can be narrowed down by searching for the Short Contract Number ("739") in the "Find in this Dataset" search tool, but also may require additional filtering within the data subset.

Q2. Can the agency disclose the total number or percentage of rejected prospective vendor staff over the life of the current contract? per annum?

A2. No. This number is not tracked.

Q3. Can the agency disclose the total number of temporary staff hired by the state during the life of the contract, if any?

A3. Unknown, but State of Delaware hiring practices prevent the direct hire of temporary workers in this job classification segment(s). Any individuals that might be hired by an agency would have to go through an open competitive process.

Q4. Can the agency provide data on historical rates of approved overtime for these temporary staff positions per fiscal year? Specifically, FY18 and FY 19.

A4. Based on a review of Open Data contract line item details, no overtime has been paid based on reported usage.

Q5. Will the agency allow for requests for an equitable adjustment of the offeror's price(s) in subsequent option years prior to contract renewal?

A5. The Agency will consider adjustments to pay schedules during renegotiation of option years.

Q6. Is the RFP replacing a new contract opportunity for GSS or is there an existing contract for these services that is being replaced? If there is an existing contract, can you please provide the names of the existing contract holder(s)?

A6. GSS is rebidding an existing contract. The existing contract can be reviewed at: http://contracts.delaware.gov/contracts_detail.asp?i=2936

As listed on the Award Contract Details page, Synerfac, Inc. is the current contract holder.

Q7. Is the contract intended to be awarded to a single firm or will multiple contracts be awarded for this opportunity depending on the needs of GSS?

A7. GSS will consider multiple awards.

Q8. Per the positions descriptions for Construction Project Manager, Architect, Building Support Systems Engineer, and Environmental Health Specialists, is the intent of the contract to hire firms that can provide each of these positions or can a firm respond to provide only one position if it has specialty?

A8. GSS will consider multiple award configurations.

GSS, on behalf of state agencies, will look to engage a firm(s) that can provide access to all specialties. However, if a responding firm has a unique ability to source for one position, then GSS will also allow that specialty firm to be considered and evaluated for award consideration.

Q9. Can GSS please provide a description of the types of projects (i.e. size, location, facilities, agencies, construction/renovation, new/existing, etc.) that this the Temporary Project Representatives may be working on through this Contract?

A9. All types of projects including, but not limited to, size, location, facility, agencies, etc., may be served by project representatives fulfilled through this contract.

Fulfillment Rates

Please provide an explanation of how your company tracks and measures fulfillment rates. Also provide minimum fulfillment rates that your agency proposes to maintain for the State of Delaware and penalties for not maintaining these minimums.

Q10. As per above statement, State is looking how a vendor tracks and measure fulfillment rates. Please share does "Fulfillment Rates" mean the final rate a vendor would offer?

A10. Fulfillment Rate refers to the success rate at which the Vendor meets an agency's request for a contractual need and provides a qualified project representative. It does not mean the rate a vendor would offer in compensation.

Employee Benefits

Q11. Please share the mandate and additional benefits currently State is offering to its employees?

A11. State benefits can be seen at: <https://dhr.delaware.gov/benefits/index.shtml>

Minimum Requirements: Vendor shall provide responses to the Request for Proposal (RFP) scope of work and clearly identify capabilities as presented in the General Evaluation Requirements below.

Q12. Since "Scope of Work" in the solicitation is not specifically provided, do we need to respond to the B. General Evaluation Requirements? Will that cover all what State is requesting from the vendors as responses to scope of work?

A12. Scope of Services identified in Section II (page 2) of the Professional Services RFP is the equivalent for the Scope of Work referenced in the Minimum Requirements and includes positions, the positions' qualifications and standards of performance. The form, format and quality of the responses is up to the responding Vendor.

Proposals. Two (2) paper copies and one (1) electronic copy on CD or DVD media disk, or USB memory drive.

Q13. State requests vendors to submit Two (2) paper copies of the proposal, does that mean State needs 1 (One) Original and 1 (One) Copy of the original?

A13. Yes.

Q14. What is the approximate budget for this solicitation?

A14. A defined budget has not been established. The budget will be determined by open project lists managed by state facility teams.

Q15. Is there any current vendors serving the contract? Could you please share the list of current vendors?

A15. GSS is rebidding an existing contract. The contract can be reviewed at:

http://contracts.delaware.gov/contracts_detail.asp?i=2936

As listed on the Award Contract Details page, Synerfac, Inc. is the current contract holder.

Q16. Could you please share the estimated number of hours for each job title.

A16. Unknown. As projects will vary by size, type, new construction, renovation, etc., GSS is unable to identify an estimated number of hours for each job title.

Q17. 1. Has there been a date established for the mandatory pre-bid meeting?

A17. A mandatory pre-bid has not been established and one will not be conducted for this contract bid.

All other terms and conditions remain the same.

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